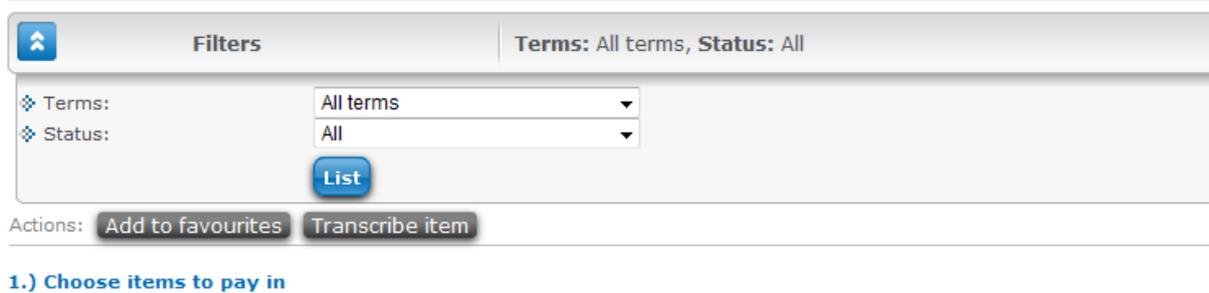


## Step-by-step guide of payment with credit card in the Neptun system for fees other than tuition

As stated in the *Rules of Reimbursements and Benefits for Students*, not only the fee-paying of tuition, but the payment of administrative fees and proceedings (eg. exam retake fee, Student Committee petition) is to be done by credit card in the Neptun system.

### How to display necessary payments in the Neptun system?

After entering the Neptun System please choose **Finances&Payment** and click on „Transcribe item“. Please choose the appropriate item from the drop down list and click on „Transcribe item“ to create payment which is to be paid.



Filters | Terms: All terms, Status: All

Terms: All terms

Status: All

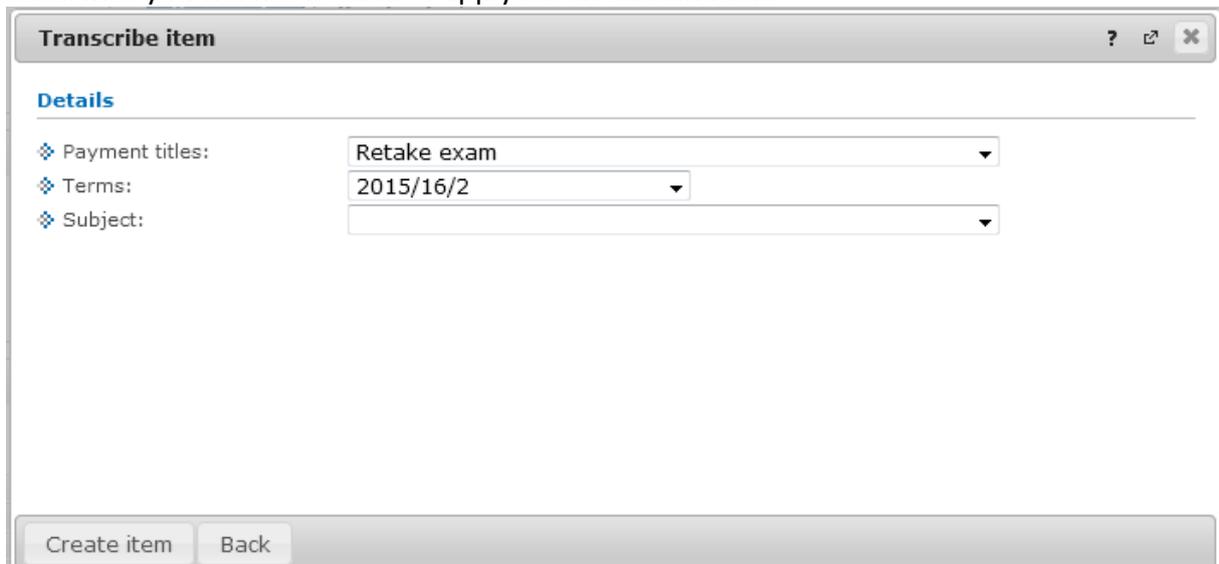
List

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

### Payment titles

**Retake exam fee:** please choose this option if you wish to retake an exam with selecting the appropriate semester and course. Please be careful about choosing the correct course, otherwise you will not be able to apply for an examination.



Transcribe item

Details

Payment titles: Retake exam

Terms: 2015/16/2

Subject:

Create item Back

**Service fee:** if payment of other service fee is necessary, please choose this option with selecting the appropriate semester, service type and course (if the system requires it).

**Transcribe item** ? ↗ ✕

**Details**

❖ Payment titles: Service ▼

❖ Terms: 2015/16/2 ▼

❖ Service type: --Please choose!-- ▼

❖ Subject: ▼

Create item Back

### Payment method:

After creating the payment in the system, you can list all paid and unpaid items by choosing **Finances&Payment**.

**To list all active (unpaid) items, please choose the given semester at „Filters” and „Terms”, with active status ticked in and then please press „List”. If you wish to see paid items, „fulfilled” status should be ticked.**

If you wish to know more about an item, please choose „Details” in said line.

To complete a payment, click on „Pay in” next to the payment in question, then choose „Yes”.

Following this step the OTB Bank online payment page will appear where you can fill out the credit card information needed for the transaction.

### How to delete an item of payment?

There is a possibility to delete items of payments made by the student, if the payment has not been completed yet. Deleting items created by the institution is strictly prohibited.

To delete a payment please tick **„Delete” in the line of said payment.**

**The system creates an electronical archived invoice every day, so the items of payment can only be removed on the day of creation.**

If you wish to remove a payment after the aforesaid time period, please contact our staff member at the e-mail address [hallgatoipenzugy@ppke.hu](mailto:hallgatoipenzugy@ppke.hu).